



# COPS Application

Community Oriented Policing Services

[www.usdoj.gov/cops/](http://www.usdoj.gov/cops/)

## COPS in Schools FY2000 Application Form

This form is to be completed by jurisdictions applying for grants to pay for salaries and benefits of new or rehired School Resource Officers to be deployed to work in and around elementary and secondary schools under the COPS in Schools Grant Program. By signing this form you also acknowledge your understanding that the COPS in Schools program grants provide a Federal contribution up to a maximum cap of \$125,000 per officer, with the remainder to be paid with local funds. There are no waivers of the local match under the COPS in Schools grant program. All budget calculations must be based on the salary of an entry-level officer in your department. **All COPS in Schools grant recipients must develop a written plan to retain their COPS-funded officer positions for at least one full locally set budget cycle after the conclusion of the federal grant period. This plan must be submitted to the COPS Office with your application and must be signed by both the law enforcement and government executives. The COPS Office will monitor retention for one full locally set budget cycle following expiration of the federal grant.** The application must also include a Memorandum of Understanding (MOU) to document the roles and responsibilities of the collaborative effort between law enforcement and education. The MOU must be signed by the Law Enforcement Executive and the appropriate School Official. And the application must include a Narrative Addendum to document that the School Resource Officers will be assigned to work in and around primary or secondary schools, and provide a descriptive narrative of the use of School Resource Officers. The narrative must be signed by the Law Enforcement Executive and Partnering Agency Official.

*COPS in Schools funding must be used to hire new, additional School Resource Officers, over and above the number of sworn officers that your agency would fund with state or local funds in the absence of the grant (including other School Resource Officers). Your agency may not reduce its state or locally-funded level of sworn officers (including other School Resources Officers) as a result of applying for or receiving COPS in Schools grant funding.*

*COPS in Schools funding may also be used to rehire sworn officers previously employed by your agency who have been laid off for financial reasons unrelated to the availability of the COPS in Schools grant. However, your agency must obtain prior written approval from the COPS Office if you wish to use COPS in Schools funding to rehire any officer who is laid off after the official award start date of the COPS in Schools grant.*

**Applications are due and must be postmarked no later than June 16, 2000.**

Please complete the information below. Each item or question must be answered in full. All requested information must be typed.

Previous editions are obsolete and may not be used.

## I. General Information

**Applicant Organization's Legal Name:** \_\_\_\_\_

**Applicant Agency EIN Number** (assigned by the IRS. This number should be nine digits): \_\_\_\_\_

(If the Office of Justice Programs has assigned your department an EIN Number, please use that assigned number. Otherwise, your Internal Revenue Service EIN number should be used. For further clarification, please refer to your application instruction manual on page 5. )

**Applicant Agency ORI Number:**(assigned by FBI for UCR reporting) \_\_\_\_\_

(This should be 7 digits long beginning with the first two letters of your state abbreviation. For further clarification, please refer to your application instruction manual on page 5 .)

**Federal Congressional District Numbers:** \_\_\_\_\_

**Are you contracting for law enforcement services?** ☐ Yes ☐ No

If "yes," enter the name and agency information of the contract law enforcement department in the Executive Information section below. For further clarification in determining if this applies to your agency, please see the Application Instruction Manual on Page 5.

## II. Executive Information

(Must be the highest ranking official in both categories)

**Law Enforcement Executive's Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Type of Police Agency:

☐ Municipal ☐ State ☐ County PD ☐ Sheriff\* ☐ Tribal\* ☐ Transit\*

☐ School\* ☐ University/College\* (☐ Public or ☐ Private )

☐ Public Housing\* ☐ New Start Up\* (please specify type of agency): \_\_\_\_\_

☐ Other\* (please specify): \_\_\_\_\_

\*Departments applying from agency types with an asterisk next to them must complete the additional information questionnaires contained in the application kit. This additional information must be submitted with your application.

**Government Executive's Name:** \_\_\_\_\_

Title: \_\_\_\_\_ Name of Government Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City : \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Type of Government Entity:**

- |  |  |                                    |                                    |
|--|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> State                         | <input type="checkbox"/> City            | <input type="checkbox"/> Town      | <input type="checkbox"/> County    |
| <input type="checkbox"/> Village                       | <input type="checkbox"/> Borough         | <input type="checkbox"/> Township  | <input type="checkbox"/> Territory |
| <input type="checkbox"/> Region                        | <input type="checkbox"/> Council         | <input type="checkbox"/> Community | <input type="checkbox"/> Pueblo    |
| <input type="checkbox"/> Nation                        | <input type="checkbox"/> School District |                                    |                                    |
| <input type="checkbox"/> Other (please specify): _____ |  |                                    |                                    |

**Contact Information:**

Name of contact person in your department who is familiar with this grant application :

Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**III. Partner Information**

Under the COPS in Schools grant program, applicants must enter into a partnership agreement with an official for a specific school or school district with general educational oversight authority in that jurisdiction. If there are going to be multiple partners involved in this project, please provide the following information for each of the partners on a separate piece of paper. **However, you must designate one school official as the school representative under the grant program.** Please provide the information for that individual in the space below. If the proposed project affects an entire school district, then the official with general educational oversight over the entire school district should complete the information below.

**Name of Partner Agency or School District** \_\_\_\_\_

School Official Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

In addition, at the time the application is submitted applicants for the COPS in Schools grant program must include two written documents prepared in cooperation with the other agency, or agencies, involved in the program.

First, a Memorandum of understanding (MOU) that details the roles and responsibilities of the partners involved in this project. For additional information on the requirement, please refer to page 7 of this Application Form.

Second, a COPS in Schools Narrative Addendum detailing the proposed project. For additional information on the requirement, please refer to page 8 of this Application Form.

All COPS in Schools awards will contain an "Additional Grant Condition" that must be signed and returned to the COPS Office. This grant condition is contained in the award package, and requires the funded officer(s) and a school administrator to attend a COPS in Schools Training. The COPS Office will reimburse grantees for the training, per diem, travel, and lodging for attendance of *required* participants up to the maximum of \$1,100 per person attending.

#### IV. General Information

Has your jurisdiction received other COPS grants?

☐ Yes

☐ No

If "yes," under which program(s)? (Choose all that apply.)

☐ COPS Phase I

☐ COPS AHEAD

☐ COPS FAST

☐ COPS MORE

☐ Universal Hiring Program

☐ Troops to COPS

☐ Anti-Gang Initiative/Youth Firearms Violence Initiative

☐ COPS in Schools

☐ Community Policing to Combat Domestic Violence

☐ Police Corps

☐ Problem-Solving Partnerships

☐ School Based Partnerships

☐ Regional Community Policing Institutes

☐ Tribal Resources Grant Program

☐ Small Communities Grant Program

☐ Technology

☐ Other (please specify): \_\_\_\_\_

What is the total number of new officer positions for which you are now applying? Do not include officer positions funded under any other COPS grants.

full-time: \_\_\_\_\_

part-time: \_\_\_\_\_

Total amount of Federal funds requested for all full-time and part-time officers: \$ \_\_\_\_\_

Total non-Federal matching funds required (local share): \$ \_\_\_\_\_

*(To answer this question, you will need the number of full-time and part-time officers you asked for in item IV. You will also need the cost per officer from page 6 of the budget worksheet. Multiply the number of officers by the cost per officer to get the total funds needed. You can see a completed example on page 8 of the sample budget worksheet in this package.)*

Population served as of 1990 U.S. Census: \_\_\_\_\_

Current Population if different: \_\_\_\_\_ and square miles covered: \_\_\_\_\_

*(Exclude the population and square miles primarily served by other law enforcement agencies within your jurisdiction. For example, sheriff's departments must exclude populations and areas covered by a city police department for which the sheriff's department has no primary law enforcement authority).*

Current authorized sworn force strength (as of the date of the application):

Full time officers: \_\_\_\_\_ Part time officers: \_\_\_\_\_

*(You must indicate if your department does not have an authorized strength).*

Current budgeted sworn force strength as of March 1, 2000:

Full time officers: \_\_\_\_\_ Part time officers: \_\_\_\_\_

*(Include all state or locally funded officer positions budgeted as of this time. Do not include any COPS-funded officers in this number).*

Actual sworn force strength as of March 1, 2000:

Full time officers: \_\_\_\_\_ Part time officers: \_\_\_\_\_

*(Include state or locally funded vacancies. Do not include COPS funded positions or reserve positions).*

☐ The department does not have an authorized strength.

## V. Required Signatures

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that prior to any grant award, the applicant must comply with all application and program requirements of the Public Safety Partnership and Community Policing Act of 1994 and other requirements of Federal law.

### Law Enforcement Executive's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
(signature of person named in Section II of this form)

### Government Executive's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
(signature of person named in Section II of this form)

### School Official's Signature:

\_\_\_\_\_ Date: \_\_\_\_\_  
(signature of person named in Section III under Partner Information)

## VI. Application Submission Instructions

Please return 1 original and 2 copies of all application materials that are being submitted with this request for funding. This includes:

- the Application Form;
- the Community Policing Information Worksheet (for first time COPS Applicants);
- the Budget Information forms;
- Assurances;
- Certifications;
- a written Retention Plan;
- the Memorandum of Understanding;
- the COPS in Schools Narrative Information; and
- any additional information (example: additional information questionnaire for certain police agencies) that is required.

You should return the application and materials in the envelope provided. If the envelope is missing, then the completed applications should be sent to:

**COPS in Schools Grant Program**  
**U. S. Department of Justice**  
**1100 Vermont Avenue, NW**  
**8th floor**  
**Washington, DC 20530**  
**(For overnight delivery, please use 20005 as the zip code.)**

Note: Since original signatures are required to process all funding requests, fax copies can NOT be accepted.

Note: Application pending OMB Approval.

## Memorandum of Understanding Requirement

The COPS in Schools (CIS) grant program offers law enforcement agencies the opportunity to perform community policing in and around primary and secondary school entities within their jurisdictions. Due to the collaborative effort between law enforcement and education, all applicants must submit a Memorandum of Understanding (MOU) for the CIS grant program. This is a requirement of the grant and is in addition to the Partner Information that you provided in Section III of the application.

The MOU is an agreement between the parties to the grant. The purpose is to define the roles and responsibilities of the individuals and partners involved, which should include, but not be limited to, School Resource Officer's (SRO's), school officials, students and parents.

The MOU must address the following issues:

1. Goals and objectives of the partnership. Please include a mission statement for the grant project.
2. Clear delineation of the roles and responsibilities as they pertain to grant requirements and administrative procedures, to include, but not be limited to:
  - receipt and disbursement of funds
  - programmatic reporting
  - financial reporting
  - general grant management issues and responsibilities
3. Grant Program issues, to include, but not limited to:
  - supervision responsibility of SRO
  - evaluation of the program/grant project
  - delineation of decision-making authority or chain of command responsibility
4. A description of partner involvement in community policing activities performed during the grant program.
5. Any additional information that maybe pertinent to the grant program or management.

**Please attach a separate MOU that addresses the program requirement mentioned above.**

**The MOU must be signed by the Law Enforcement Executive and the School Official who has general educational oversight and decision making authority.**

## **COPS in Schools Narrative Addendum**

Agencies seeking funding under the CIS program must also provide a descriptive narrative addendum addressing each of the following areas. In addition, agencies may provide supporting documentation in the following areas if relevant information is available. This narrative will be taken into consideration during the application review and approval process.

■ **Provide assurance that the officers employed under this program will be assigned to work in and/or around primary or secondary schools.**

■ **Problem Identification and Justification:**

**Problem Identification:** Please provide information on current problems occurring in and around the school(s) that are listed as partners in this grant application. For example, information on but not limited to, gang violence within schools or immediately adjacent thereto.

**Justification:** Documentation such as crime data, information on the number of gang members in a particular school, number of suspensions and expulsions related to gang activities, school survey, complaints from community, etc.

■ **Community Policing Strategies to be used by the School Resource Officers:**

Under this section, please provide information on the proposed activities that the SRO's will be participating in. Please give specific examples and provide as much detail as possible. Examples of some strategies include, but are not limited to, conflict mediation, mentoring activities, gang mediation, problem solving projects, truancy programs, etc.

■ **Quality and Level of Commitment to Program:**

Please specify the amount of dedicated officer hours deployed to school activities, the duration and quality of the proposed program, evidence of previous successes and a description of the impacted or targeted areas to include the number of schools, as well as demographic information for the student population.

■ **Link to Community Policing:**

Agencies seeking funding under this program must provide information on how the community policing strategies proposed for the School Resource Officer program, as outlined above, will link to their overall organizational community policing strategy.

**Please attach a narrative statement that will addresses the program requirements mentioned above. This information must be signed by the Law Enforcement Executive and the Partnering Agency Official. The Partnering Agency Official is either a specific school official or with an official with general educational oversight authority in that jurisdiction.**



## **COPS in Schools – Additional Partner Page**

*(To be used if there is more than one partnering agency)*

Please use this form if you are applying for funding under the COPS in Schools grant program and are partnering with more than one school or school district. **As a reminder, you must designate one school official as the school representative under this grant program. However, you may partner with numerous schools or school districts.** If you are partnering with more than one school or school district you must provide the following information for each school or school district. **This form must be signed by both the law enforcement executive and the school official and returned at the time of application.**

Name of Additional Partner Agency or School District:

School Official Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Law Enforcement Executive's Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*(signature of the official named in Section II of this application)*

### **School Official's Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_  
*(signature of person named in Section III under Partner Information)*